

# CEA



## CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED**

**DEPARTMENT:** Department of Corrections and Rehabilitation

**POSITION:** Special Assistant to the Undersecretary, Administration  
CEA Level 1  
Office of the Secretary

**FINAL FILING DATE:** October 22, 2008

**SALARY RANGE:** \$6,173 - \$7,838

### DUTIES/RESPONSIBILITIES:

The Special Assistant provides high-level expertise and assistance to the Undersecretary on a wide variety of administrative support functions. The incumbent must possess strong problem solving skills and in-depth knowledge of management, personnel, fiscal, and other administrative support functions. This position represents the Undersecretary in meetings and coordinates significant policy and program issues with executive and management staff. The Special Assistant will act as liaison between the Undersecretary and the Department of Finance, the Legislature, the Governor's Office, and other external entities as well as programs within the Department.

Duties include, but are not limited to:

- On behalf of the Undersecretary, resolves complex and sensitive administrative issues raised by executive and management staff; represents the Undersecretary in meetings; independently responds to and makes decisions on critical and ongoing issues involving personnel, budgets, fiscal, and other support services functions.
- Directs and reviews progress of sensitive and critical special projects and task forces within the Department. Maintains oversight responsibility for complex and sensitive issues ensuring deadlines, requirements and inquiries related to court mandates, stipulated agreements, and legislative commitments are met.

- Provides direction on projects and other work with the Department of Finance, representatives of the Legislative Analyst's Office, Office of the Inspector General, the Governor's Office, the Legislature, court officials, and other state, local, and federal agencies.
- Prepares and reviews reports, correspondence, and other high-level work on behalf of the Undersecretary. Evaluates and makes recommendations to the Undersecretary on the impact of proposed legislative, program, and policy issues relating to the administrative support functions of the Department.

#### **MINIMUM QUALIFICATIONS:**

Applicants must meet the following minimum qualifications:

##### **Either I**

Must be a civil service employee with permanent civil service status.

##### **Or II**

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

##### **Or III**

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

#### **KNOWLEDGE AND ABILITIES:**

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's role in achieving an equal employment opportunity workplace.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's equal employment opportunity objectives.

Supervisory/administrative experience in a line or staff capacity, including the execution and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

### **DESIRABLE QUALIFICATIONS:**

- ☐ Knowledge of the organization and mission of the California Department of Corrections and Rehabilitation; and current issues faced by the Division of Juvenile Justice, Division of Adult Institutions, and the Department as a whole.
- ☐ Demonstrated ability to communicate both orally and in writing, and work collaboratively with the Governor's Office, legislative staff, high level officials within state and federal government, control agencies, special interest groups, the public, the courts, and departmental staff.
- ☐ Ability to advise executive staff and the Undersecretary on a wide range of sensitive and controversial issues, and make sound decisions that will uphold the integrity of the Department.
- ☐ Experience in and knowledge of the development, implementation, formulation, and coordination of policies and procedures.
- ☐ Knowledge of budget management including the principles, practices, and methods of fiscal accountability.
- ☐ Experience in public administration, personnel management, and leadership; and knowledge of the Department's equal employment opportunity program objectives and a manager's role in achieving an equal employment opportunity workplace.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II; Correctional Administrator, Department of Corrections; Youth Authority Administrator; or Parole Administrator I, Adult Parole; including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, and community and civic leaders. Experience in the development and implementation of policies and procedures.

### **EXAMINATION INFORMATION:**

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. Candidates may or may not be scheduled for an interview. Experience indicated may be paid or voluntary, in State service, in government settings, or in a private organization. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.

- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

#### **USE AND APPLICATION OF EXAMINATION PROCESS:**

The results of this examination will be used solely to fill the Special Assistant to the Undersecretary, Administration, CEA Level 1 vacancy. For further information regarding this position, please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov).

#### **FILING INSTRUCTIONS:**

A Standard State Application (Form 678) must be submitted and postmarked by **October 22, 2008** to Xina Bolden, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

#### **GENERAL INFORMATION:**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

#### ***DEPARTMENT OF CORRECTIONS AND REHABILITATION***

***VISION STATEMENT:*** With our partners, we protect the public from crime and victimization

***MISSION STATEMENT:*** .We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities